

POLICY

Youth to staff ratios must be sufficient to ensure the safety of staff, youths, visitors and the public. Staff of the same gender as the youths must be available at all times.

PURPOSE

To ensure safety and security within juvenile justice facilities by establishing appropriate staffing ratios and identifying the necessary components of effective youth supervision.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Direct care staff who supervise youth.

PROCEDURE

Each facility must develop and implement written procedures that govern staffing ratios and supervision of youths. These procedures must contain the following requirements:

**Minimum Staff
to Youth Ratios**

Direct care staff-to-youth ratio of at least 1:10 during awake hours.

Direct care staff-to-youth ratio of at least 1:20 during sleeping/bed-time hours.

Direct care staff-to-youth ratio of at least 1:5 during off-site activities.

Only direct care staff that are physically present are included in determining whether the ratio is met.

**Management
Responsibilities**

Managers must ensure all of the following:

- One direct care staff that is of the same gender as the youths must be available 24 hours per day at the facility to perform

services more appropriately carried out by a person of the same gender as the youths.

- Youths must never supervise other youths.
- Volunteers must never supervise youths.
- Necessary steps must be taken to ensure the appropriate staff-to-youth ratio for each shift.

Effective Staff Supervision of Youth

Effective staff supervision of youths must include the following:

- Ensure youths receive positive reinforcement for good behavior.
- Remain constantly alert to the facility environment and constantly vigilant to the activities of youths.
- Remain aware of and responsive to the behavior and special needs of youths being supervised.
- Remain aware of the exact number and location of all youths under supervision.
- Remain aware of the location of other staff.
- Ensure youths do not leave a particular area and go to another area of the facility without permission.
- Ensure all youth movement is timely and communicated to all necessary staff.
- Stay alert for any indicators of impending incidents such as escapes, disturbances or assaults.
- Remove any obstructions that impede direct line of sight observations of youths.
- Avoid activities that distract staff attention from youth supervision.
- Structure youths' awake hours with learning activities.

AUTHORITY

Social Welfare Act, MCL400.115a(1)(l)

Child Caring Institutions Rules, R400.4127